

NAF PERSONNEL OFFICE (VAB)
MWR & VQ Oceana, Dam Neck Annex and Northwest Annex
VACANCY ANNOUNCEMENT

12/09/03

Does not confer to Civil Service Status

POSITION: ASSISTANT GOLF COURSE MANAGER

ANNOUNCEMENT # VB-88-03

Grade: NF-1101-03

Salary: Negotiable

LOCATION: MWR Department, Commercial Activities (Golf)
NAS Oceana, Virginia Beach VA 23460

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: Open

(1) Position (s), Regular Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Incumbent's responsibilities include supervision of all maintenance of the course(s), clubhouse facility/facilities, which may include a full service pro shop, locker rooms, a full food and beverage operation, any additional food & beverage operations located on the course, and any/all maintenance facilities, driving range(s), and practice putting greens. Assists in developing and maintaining ways and means of maximizing patron interest and utilization for all of the various golf program areas. Assists in the supervision and maintenance of pull carts and power carts. Assists with the efficient operation of the golf course pro shop, including the correct pricing and inventory of resale merchandise, ensuring merchandise is properly displayed. Recommends improvements for resale activities. Assists patrons in the selection of equipment and related items. Ensures all transactions are carried out according to requirements for the security of MWR funds and equipment. Conducts individual and group lessons and clinics. Teaches and demonstrates the proper use of all types of golf equipment and ensures proper fittings. Performs golf repairs for patrons. Assists the Golf Course Manager with providing rigid supervision of course play, planning, promoting and overseeing golf tournaments, leagues and special events. Assists in inspecting entire golf course on a continual basis recognizing problem areas. Understands the urgency in correcting problems, prioritizes according and initiates correction actions within the limits of authority. Assists in the preparation of the annual operating budgets. Orders supplies, materials and resale stock. Contacts firms to obtain competitive prices regarding purchase of equipment, supply accessories, etc. Assists in the development and full implementation all safety and occupational health, fire prevention, environmental and industrial hygiene requirements. Ensures employees are furnished with appropriate personal protective equipment and are instructed on proper use. Investigates mishaps and accurately prepares accident and mishap reports. Inspects facilities and buildings on a continual basis noting safety deficiencies and initiating prompt corrective action within the limits of authority. Acts for the Golf Course Manager in his/her absence. Assists in conducting bi-weekly staff meetings. Performs other related duties as assigned.

QUALIFICATIONS: Should be currently enrolled, or have completed the PGA Apprentice Program. Must have sufficient previous experience or demonstrated leadership skills to hold a supervisory position. Must possess a demonstrated fundamental knowledge of the game of golf to qualify him/her to teach golf. Must be skilled in the current techniques of operating a financial establishment including some experience with pointy-of-sale cash register equipment, basic computer knowledge and basic accounting and budgeting functions. Must be experienced in providing exceptional customer service to all eligible patrons. Working knowledge of all aspects of a golf operation including, but not limited to retail sales and front desk operation, fitting of golf equipment, driving range operation and maintenance and supervision of a gasoline or electric golf cart fleet. Must have the ability to plan, schedule and supervise work to achieve the most efficient utilization when necessary, work under pressure and handle crises effectively.

SPECIAL REQUIREMENTS: The employee must possess and maintain a valid state driver's license at all times. This is a position of trust and requires the successful completion of a National Agency Check (NAC) as a condition of employment. This position is subject to an irregular tour, which may include nights, weekends and holidays.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Ave, Bldg 531 NAS Oceana, Virginia Beach VA 23460.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPER 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)

